

# CITY OF CARLSBAD CLASS SPECIFICATION

**JOB TITLE:** **JOB SERIES FOR LIBRARY PROFESSIONALS**

DEPARTMENT: LIBRARY &amp; CULTURAL ARTS

**BASIC FUNCTION/DISTINGUISHING CHARACTERISTICS:**

This job structure includes employees who perform and qualify for professional library work independently or under direction of a Deputy Library Director or designee to plan, organize and administer library services in one or more service areas. Library professionals are individual contributors, leads or supervisors and use their underlying knowledge, skills and abilities in collection development, technical services, children's services, reference services, and other service areas.

The job level of a Library Professional (as described by the [attached KSA matrix](#)) is determined by two factors. The first is “business need” to have a job performed at a certain level, as defined by the specific responsibilities designed into the role, and how the organization is structured. The second is that the job incumbent must possess the knowledge, skills and abilities to function at the assigned professional level, as demonstrated by their work and contributions. Typically, a Library Professional must possess and demonstrate at least 80% of the KSA’s at a given level to be assigned to that level and a business need must exist.

The following are examples of the types of job duties that may be found in Library Professional roles:

### KEY RESPONSIBILITIES:

**Not all responsibilities apply. Managers should identify and clarify specifics for those that do apply.**

Assists patrons in the use of the Library and ensures top quality user experiences.

Plans, manages and administers professional library services.

Recommends and locates library materials appropriate to library users' needs.

Provides instructions in the use of various print, electronic, and online resources.

Promotes libraries, library services and library programs.

Manages programming; schedules, plans and publicizes programs and events.

Participates in the development of online resources and their delivery.

Maintains an active role in the community, including schools, community groups, civic and other governmental agencies to promote library and city services.

Prepares grant requests and implements grants related to program and collection development. Monitors grant expenditures and prepares reports.

Catalogues and classifies library materials.

Maintains the integrity of Library records.

Manages the budgeting for a program, functional or specialized area or division.

Develops and manages library collections for all sites.

Develops and delivers classes and instruction on technology and computers.

Prepares reports based on the collection and analysis of relevant data for library activity.

Participates and contributes to Library projects.

Leads and participates on committees and teams.

Responds to challenging situations and emergencies.

Recruits, selects, schedules and trains full time professional librarians, para-professional librarians, hourly employees and volunteers. May approve timecards.

Supervises the work of staff engaged in providing various library services. May provide input into disciplinary matters.

Schedules, attends and/or presents training and education seminars, workshops and classes, for Library- and city-related skills.

May represent the service area or the library at meetings of library, city, community and professional associations.

Pursues continued professional and Library-wide development.

Performs other duties as assigned.

#### **SPECIFIC ASSIGNMENTS:**

Librarians may be assigned to particular areas of specialization including but not limited to: technology coordination, computer lab management, managing periodicals, database management, cataloguing, collection management, teen services.

#### **QUALIFICATIONS:**

Knowledge, Skills and Abilities are located in the [attached KSA matrix](#).

#### **EXPERIENCE AND EDUCATION:**

Knowledge, Skills and Abilities are located in the [attached KSA matrix](#).

#### **SPECIAL REQUIREMENTS:**

Knowledge, Skills and Abilities are located in the [attached KSA matrix](#).

## **ESSENTIAL FUNCTIONS FOR ALL POSITIONS IN THE JOB SERIES:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals *with disabilities to perform the essential job functions.*

- Must be able to provide interpretation to others on how to apply policies, procedures, and standards to specific situations. Needs to be able to use a variety of information such as: reports, computer software operating manuals, procedures, guidelines, and routine correspondence.
- Must be able to communicate orally and in writing, clearly and concisely and in a non-technical manner with city personnel, consultants, vendors, and patrons.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must be able to write reports, business correspondence, and procedure manuals and effectively present information and respond to questions.
- Ability to apply mathematics including the ability to calculate percentages, fractions, decimals, and to interpret basic, descriptive statistical reports. Must be able to use functional reasoning and apply rational judgment when performing diversified work activities.

## **PHYSICAL REQUIREMENTS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment with some requiring rapid adjustments such as a computer keyboard and terminal, printers, photocopier, calculator. Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Functions may require sitting for prolonged periods of time; the ability to exert light physical effort involving lifting, carrying, pushing and pulling of up to 25 pounds. Needs to be able to perform frequent downward or upward flexion or turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Job entails standing, bending, stooping, climbing, reaching at and above shoulders and twisting at the waist. On an infrequent basis, the incumbent must be able to squat or kneel. Overtime and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by time deadlines due to Library or division requirements. There is a need for paying attention to detail and to be able to shift attention before tasks are completed to be able to balance user demands, telephone and other interruptions.
- Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other city facilities.

DATE APPROVED: June 18, 2013